

SANTEE GUEST HOUSE

Person Taking Primary
Responsibility

_____ |
Last Name, First Name

Title

Company and
Mailing Address

Forest Service
Contact: _____

Project: _____

Phone: _____ Fax: _____ Email: _____

Arrival Date: _____ Est. Time of Arrival: _____ Departure Date: _____ Est. Time of Departure: _____

Make & Color of Vehicle: _____ Vehicle License No. _____ Number in Group: _____

Names in Group
(Other Than Primary)

- | | |
|----------|-----------|
| 1) _____ | 7) _____ |
| 2) _____ | 8) _____ |
| 3) _____ | 9) _____ |
| 4) _____ | 10) _____ |
| 5) _____ | 11) _____ |
| 6) _____ | 12) _____ |

****Please note that the Guest House has 4 bedrooms: 2 with 1 twin bed & 2 with bunk beds.****

Please remember that reservations are honored upon first to return signed Guidelines sheet and completely filled out Guest Information form. Forms must be returned no later than 3 business days before intended arrival date. Also, first stop by the Center for Forested Wetlands Research before traveling to the Santee Guest House. Here you will receive a key, direction map and other information. If you require special arrangements, please call, 843-766-0371 x100.

In house Code: _____

Revised by: KSG/L 1/15/02

SANTEE GUEST HOUSE

DESCRIPTION AND GUIDELINES

The Santee Forest Guest House is available to individuals and organizations who are working in collaboration with scientists at the Center for Forested Wetlands Research (SRS-4103).

The guest house has four bedrooms and two bathrooms. Bedrooms have either single or bunk beds. It contains a kitchen, common living area, laundry equipped with a washer and dryer, and has a heat pump, which provides heating and air-conditioning. There is one alarm clock radio, microwave, a television and VCR, but no cable. Your living arrangements will require sharing of the kitchen, laundry, bathrooms and common living area with other guests. We supply only a single set of bed linens and blankets for the beds in the facility. Please bring your own towels, washcloths, and any other toiletries that you may need. There are dishes and utensils in the kitchen, including a coffeemaker and microwave. All occupants are to be responsible for housekeeping, a vacuum cleaner and cleaning supplies are provided. Bed linens must be washed and folded prior to departure; if you don't want to launder the liens, bring your own bedding.

The Santee Experimental Forest Guest House is federal property of the USDA Forest Service. It's provided without charge to individuals, the Center is bearing the cost of your stay. Accordingly we expect that you will read, agree to, and adhere to the following associated stipulations for its use:

Guidelines

During Stay

- Treat the facilities with the same care as you would your own home.
- Respect the privacy and needs of other guests.
- Clean up after yourself; we do not provide cleaning service.
- Please do not wear your Vibram sole work boots in the house.
- Phone use: NO LONG-DISTANCE CHARGES may be made to the Guest House phone. You may dial direct to the Charleston lab 766-0371 should you need to talk to someone there. Personal long distance calls must be made on your credit card, phone card or collect. The direct number to the Guest house is 843-336-4868.
- Send and receive faxes during business hours.
- Pets are not allowed.
- No overnight guests outside of the reserved group.
- No smoking inside any of the buildings.
- No reckless activity that may result in injury or property damage.
- No alcoholic beverages allowed on government property.

- Occupants staying five days or more, are responsible for hauling their garbage and recyclables to a disposal facility. Please use the recycle bin. (*Directions to nearest facility will be provided.*)
- Close and lock the entrance gate after hours or, whenever there is no one on the site (i.e., other guest or Forest Service staff).

When Leaving

- Wash, dry, fold your linen and return it to the room that you occupied.
- Vacuum your room and the main living area carpet as needed during your stay and just as you are leaving.
- Clean the shower stall, toilet, and sink with Pine Sol, and finish by mopping the bathroom and kitchen floors.
- Remove all food from the refrigerator and cupboards.
- IF your stay was four days or less, deposit your trash into the container located outside of the Guest House front door. IF your stay was for five days or longer, please take your trash to the nearest dumping facility. Please use provided recycle bin.
- Thoroughly clean stove top, any other kitchen appliances used, clothes dryer, and washer.
- Please leave the heating and air conditioning settings on 85 (summer) and 60 (winter) if you are the last person out of the guesthouse.
- Turn off all lights, lock all doors and windows.
- Return keys to the Charleston Research Office, unless special arrangements have been made.

*** *A walk thru with a Forest Service staff member
MUST be done BEFORE you leave.* ***

The use of the Guest House is not a guaranteed privilege. Violation of the basic rules of the facility (i.e., no long-distance phone calls, not maintaining good housekeeping, no additional overnight guest, etc.) will result in loss of use.

I have read and understand the rules of the Santee Guest House. Furthermore, I agree to allow periodic inspections by a USDA Forest Service staff member to verify that these rules are being observed.

Signature

Date